Work Plan

Steps	Responsible	By When
1. Getting Ready • Fully orient consultant to MCAAE and AAEP history and accomplishments, structure, and finances. • Clarify roles and select and kick-off committees	Staff Consultant	Sept 30
2. First Design Team meeting • Design agenda for Steering Committee meetings • Identify and resolve key issues • Clarify roles and responsibilities • Schedule reports to sponsors • Statement of commitment to project • Council member recruitment and retention	Design Team Consultant	Sept 30
3. First Steering Committee meeting: • Finalize planning process • Review project goals and objectives • Decide on data collection scope/ audience, methods, questions • Clarify roles and responsibilities • Other agenda items TBD	Steering Committee Consultant	Oct 7
4. Briefing for AAES Board • Status of AAEP Transition • Role of Board members in transition short-term and long-term	Design Team MCAAE Representative Consultant AAES Board Members	Oct 10
5. Second Design Team meeting • Agenda for Steering Committee meeting • Comprehensive program description • Leadership Commitment to project • MCAAE recruitment and retention	Design Team Consultant Director ADS	Oct 14
6. Briefing for Project Partnership staff • Status of AAEP transition • Role of staff; short-term and long-term • Questions, recommendations and concerns of staff	Design Team MCAAE Representative Consultant Partnership staff	Oct 17
7. Second Steering Committee meeting • Comprehensive program description • Leadership Commitment to project • MCAAE recruitment and retention • *Statement of commitment to project*	Steering Committee Consultant	Oct 21

Steps	Responsible	By When
8. Third Design Team meeting • Design agenda for Steering Committee meeting • Process for selecting nonprofit affiliate • Briefing of Executive Sponsors	Design Team Consultant	Oct 28
9. Third Steering Committee meeting • Process for selecting nonprofit affiliate • Other agenda items TBD • *Comprehensive program description* • *Member recruitment and retention process for MCAAE*	Steering Committee Consultant *Consultant* *Consultant*	Nov 4
10. Fourth Design Team meeting • Design agenda for Steering Committee meeting • Model operating agreement for affiliate • Project progress review	Design Team Consultant Specialist	Nov 11
11. Fourth Steering Committee meeting • Model "Operating Agreement" for affiliate • Project progress review • Other agenda items TBD	Steering Committee Consultant	Nov 18
12. Fifth Design Team meeting • Design agenda for Steering Committee meeting • Interim Governance Structure: Model Advisory Council/Board of Directors for AAEP	Design Team Consultant	Nov 25
13. Fifth Steering Committee meeting • Interim Governance Structure/ Model Advisory Council/Board of Directors for AAEP • Other agenda items TBD • *Process for selecting nonprofit affiliate* • *Model Operating Agreement*	Steering Committee Consultant *Consultant* *Consultant*	Dec 2
14. Sixth Design Team meeting • Design agenda for Steering Committee meeting • Spin-off plan of AAPE • Report to Executive Sponsors	Design Team Consultant	Dec 9
15. Sixth Steering Committee meeting • Report to Executive Sponsors • Other agenda items TBD • *Model Advisory Council/Board for AAEP*	Steering Committee Consultant *Consultant*	Dec 16

Steps	Responsible	By When
16. Seventh Design Team Meeting • Agenda for Steering Committee meeting • *Report to Executive Sponsors*	Steering Committee Consultant *Consultant*	Dec 23
17. Final Steering Committee meeting • *Final reports and briefings* • *Draft spin-off plan for AAEP*	Steering Committee Consultant *Consultant*	Dec 30
18. Final Design Team • Follow-up activities • *Evaluation*	Design Team *Consultant*	Jan 5

Work Schedule

Activity	Start	Completion
1. Stakeholder briefings	09/30	10/20
2. Statement of commitment to project	09/30	10/17
3. Member recruitment and retention process for MCAAE	10/14	12/31
4. Comprehensive program description	10/10	11/04
5. Process for selecting nonprofit affiliate	10/28	12/02
6. Model Operating Agreement	11/11	12/02
7. Interim Governance Structure: Model Advisory Council/Board of Directors	12/02	12/16
8. Spin-off plan for AAEP	12/09	12/30
9. Report to Executive Sponsors	12/12	12/20
10. Final Reports and Briefings	12/19	12/31
11. Project follow-up activities and evaluation	12/31	01/09